CAARS526.EXE

CAARS

CONTRACT ADMINISTRATION ADVANCED RECORD SYSTEM

Property of Mn/DOT - Office of Construction
Contract Administration Automation Unit
(Version 3.00, Date 6-99)

User & Documentation Manual

Enter Password than Press ENTER

Enter Password--->

SEPT. - 1999

Press ESC to Exit

CAARS OPERATION SUPPORT

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INTRODUCTION

This Manual is a supplement to the Contract Administration Manual and has multi-purpose use as a :

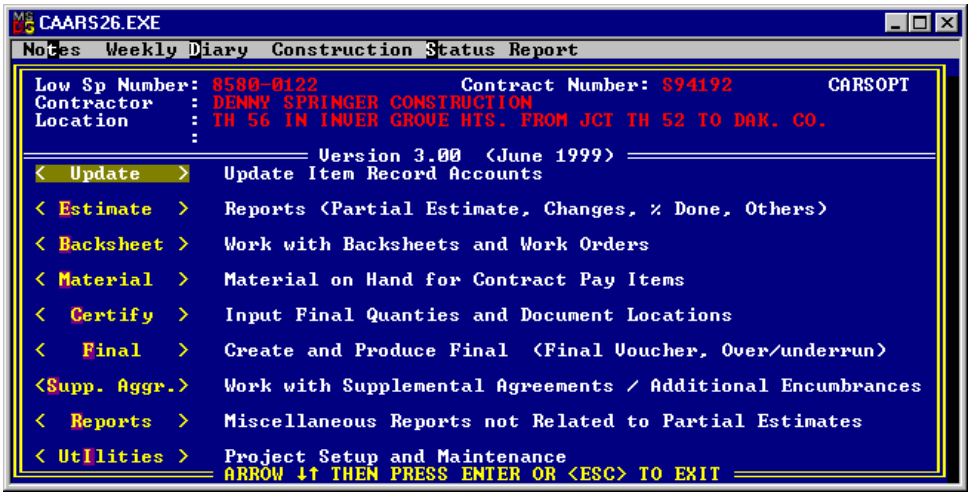
(1) - CAARS Training Manual
(2) - CAARS User manual
(3) - Documentation Requirements Manual.

This manual is targeted toward training the new CAARS user, however all skill levels of CAARS users should find it useful. Many of the common questions we receive in Contract Administration on a regular basis are answered .

All of the pay items, examples and scenarios contained in this Manual correlate with a sample CAARS project S.P 8580-122 that was created in the Office of Contract Administration. This sample project is designed specifically to illustrate acceptable entries that cover all of the CAARS Options , features and Documentation Requirements. This CAARS project can be installed on your P.C. by following the instructions given in the following section GETTING STARTED. It should be noted that the examples shown herein are not necessarily the only methods that would be acceptable and in conformance with the Contract Administration Manual.

For the purpose of easy reference, this manual is arranged in the **same order as the CAARS Main Menu Screen** below . CAARS utilizes the Main Menu Screen as the starting point for all of the CAARS options sections contained in this manual. Each section uses typical examples and scenarios based on the sample project (S.P 8580-122) items. Also for easy reference, each section of this manual has the option name directly above the Page Number as shown in the exp.below.

Example **<Update> Option**
12



CAARS MAIN MENU SCREEN

Each of the above CAARS options on the above Main Menu Screen has its own section in this manual in the same order as above. Each section is identified at the beginning with the appropriate logo..Example: **<Update>**

QUANTITY DOCUMENTATION REQUIREMENTS

The last section of this manual is the Documentation Requirements section. This Section has its own PREFACE in Documentation Requirements section page 127.